

Forensic Auditor AD-0511 Job Announcement

Forensic Auditor, Washington D.C.

Job Summary:

This position is located within the Washington, DC, Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR). The incumbent will accomplish the objectives within all phases of the forensic audit cycle; planning, executing and reporting pursuant to statutory guidance. The incumbent reports to the Forensic Audit Director.

Duties:

Incumbent will perform forensic audits that fall within the mandate of the SIGAR as well as audits that the Assistant Inspector General for Audit and Deputy Assistant Inspector General Audit find appropriate.

Reviews accounting transactions for fraud, waste, and abuse of funds appropriated for reconstruction efforts. At the direction of the Forensic Audit Director, participates in the process to extract, normalize, analyze, review and report with respect to data efforts related to proactive fraud identification procedures.

Duties include but are not limited to:

- Create and execute queries
- Perform extensive data mining
- Identify trends within data for further investigation and assess risk
- Conduct fraud investigations including researching and examining source systems and documentation
- Prepare reports of findings for use in audit and/or distribution to management and the Investigative team, as necessary
- Coordinate with Investigative team for referrals or data assistance on cases
- Evaluate internal controls to identify possible weaknesses and fraud risks
- Assist audit teams to address fraud risks
- Develop innovative data mining methods for identifying fraudulent activity, waste, and abuse based on known schemes and/or previous frauds

Knowledge Requirements:

Technical Skills:

- Highly proficient in SQL
- Experience in using and managing forensic technologies, including data analysis tools such as Microsoft Access, IDEA and/or ACL.
- Experience in normalizing data to ensure it is homogeneous and consistently formatted to enable sorting, query and analysis.
- Experience with database design, creation, implementation and maintenance.
- Experience with evidence presentation a plus.

Skill Sets:

- Ability to think "outside-the-box" and hypothesize fraudulent scenarios.

Ability to work independently or as part of a multi-disciplinary team and proactively initiate projects.

Excellent written and verbal communication skills; ability to write clear concise reports; organizational and documentation skills a must.

Ability to multi-task and handle multiple projects under time constraints.

Expertise in interpersonal techniques to meet and deal effectively with others at all levels of authority and exert a positive influence.

Job Requirement:

Bachelor's degree in accounting, finance, and/or computer science/information systems (transcripts must be provided).

A minimum of 2 years of analytical database experience or forensic accounting/fraud experience.

Internal or external auditing experience preferred.

Knowledge/experience with the procurement business cycle a plus.

Certified Fraud Examiner (CFE) preferred.

Certified Public Accountant (CPA) a plus.

Incumbent occupies a position that may be considered essential to support of the SIGAR mission. If your position is considered emergency essential, failure to remain in your position may result in separation for the efficiency of the Federal Service (Ch. 75, Title 5 USC; FPM Ch.752).

Form SF 312. This position requires the incumbent to complete a Form SF 312, Classified Information Nondisclosure Agreement.

The incumbent may be required to submit an Executive Branch Confidential Financial Disclosure Report.

This incumbent must be eligible for and be able to maintain a SECRET clearance.

Applicants should send a resume by electronic transmission, to jobs@sigar.mil or fax 703-602-8753 Attention: Human Resources-/Audits Announcement.